2008 Hommage bénévolat-Québec Awards

Rewarding Dedication

Nomination Forms

Québec

2008 Hommage bénévolat-Québec Awards

Rewarding Dedication

Nomination Forms

Submit your nomination in one of the following categories:

- Young volunteer – Claude-Masson award (volunteers aged 14 to 30)
- A 16th award in communications
- Volunteer in action (volunteers aged 31 or over)
- Organization in action

Registration deadline: January 21, 2008

Québec

Written by
Secrétariat à l'action communautaire autonome et aux initiatives sociales
1122, Grande Allée Ouest, bureau 100
Québec (Québec) G1S 1E5

Edition
Direction des communications
Ministère de l'Emploi et de la Solidarité sociale

This document is available in English in the Québec Awards, tribute section under Hommage bénévolat-Québec Awards on the following Website: www.benevolat.gouv.qc.ca. You will also find interactive forms that can be filled out on-screen; however, they must be sent by regular post.

Ce document est également disponible en français.

Legal Deposit
Bibliothèque et Archives nationales du Québec, 2007
ISBN 978-2-550-51423-7

Legal Deposit
National Library of Canada, 2007
ISSN 1916-1751

© Gouvernement du Québec

Minister's message

I am very pleased to announce the beginning of the nominations period for the 2008 Hommage bénévolat-Québec award. For the 11th consecutive year, the Québec government will recognize citizens' commitment to their communities and the achievements of organizations whose activities promote the development and support of volunteerism.

In Québec, more than two million people give their time and energy to others in various ways—comforting victims of violence, assisting the illiterate to write and regain self-confidence, supporting the social integration efforts of immigrants and visible minorities; helping young people pursue their dreams. Some work for causes—being active on the environmental scene, building a Québec founded on sustainable development principles; working to breathe vitality into our culture. Volunteers can be found wherever the need makes itself felt.

The Québec government deems it important to pay tribute to these "unseen" workers who, through their dedication, weave our society's fabric of solidarity. You can acknowledge your region's volunteers and organizations by nominating them for one of the following three categories by January 21, 2008: "Young volunteer – Claude-Masson award", "Volunteer in action" and "Organization in action". In the first category, one award is reserved for a young volunteer aged 14 to 30 who has made an outstanding contribution in the field of communications.

The Hommage bénévolat-Québec awards ceremony will be held on April 30, 2008 at the Musée de l'Amérique française. Volunteers' contribution to the festivities marking Québec City's 400th anniversary will also be underscored at this time.

I would like to thank those who submit nominations. In so doing, you are helping to promote volunteerism.

I would also like to thank our partners for their participation, which is so essential.

All of these forms of support help rouse Quebeckers' interest in volunteering.

Sam Hamad

SAM HAMAD
Minister of Employment and Social Solidarity

Message from the Société du 400e anniversaire de Québec

Dear volunteer friends,

As a unique meeting place, Québec City is getting ready to celebrate four centuries of uninterrupted French presence in North America. Québécois and Québécoises feel much pride in this event, and many wish to actually get personally involved.

The 2008 festivities, as many other such far-reaching events, offer many opportunities for local volunteers: greeting, security, protocol, interpretation, among other services. Over 2008 people have already offered their time and energy to promote and support the celebrations! These people of all walks of life have greatly enhanced the work of the Société.

Our city's charm is legendary and goes beyond its European-style architecture, as its residents are well-known for their hospitality and warmth. Our volunteers who choose to contribute to the success of the 2008 festivities will make sure Québec lives up to its reputation, and show Québec's welcoming spirit to the world throughout the celebrations.

The 11th Hommage bénévolat-Québec gala allows us to give special thanks to our volunteers for their commitment and contribution to Québec City's 400th anniversary. We wish to express our gratitude to these devoted team mates who really deserve it!

We wish you all a memorable year 2008!

Jean Leclerc

JEAN LECLERC
Chairman of the Board of Administrators
Société du 400e anniversaire de Québec

Hommage bénévolat-Québec award

Hommage bénévolat-Québec is an award given by the Québec government to underline the exceptional commitment and valuable contribution of volunteers and organizations in every region of Québec. It is intended to reward the efforts of citizens in their community and the actions taken by community organizations to foster and develop volunteerism. The Secrétariat à l'action communautaire autonome et aux initiatives sociales is responsible for coordinating the award.

Award recipients

The volunteers who receive the award are people who, of their own accord, commit their time, energy and skills to an organization or the people of their community in order to achieve collective or personal goals.

Their commitment is voluntary and not designed to obtain direct or indirect retribution.

Their voluntary participation takes the form of a moral commitment that may be periodic or repeated, temporary or recurring.

Categories

The "Young volunteer–Claude-Masson award" category pays tribute to 15 people aged 14 to 30 who are already highly active volunteers in their community. As a tribute to Claude Masson, a 16th award will be presented to highlight the important contribution of young people in the field of communications. The "Volunteer in action" category rewards 17 people who have mobilized their community through sustained effort. Finally, the "Organization in action" category is designed to recognize the innovative ability of 5 non-profit organizations to put in place strategies to structure, support and promote volunteerism.

Awards gala

Winners of the Hommage bénévolat-Québec awards are selected by an independent jury. They will receive a magnificent Tara sculpture that was created specifically for this event by Serge Roy and Gregory Schlybeurt, two Québec artisans of the Cercle de créativité Terra de Laval, symbolizing the generosity and humanism that are at the heart of volunteer action.

In a ceremony held in spring 2008, the awards will be presented by Sam Hamad, Minister of Employment and Social Solidarity, who is responsible for community action. Each of the winners will receive a Tara statuette and a calligraphied, honorary certificate signed by the Premier and the Minister.

Travel and accommodation expenses for the trip to Québec City are paid by the Québec government.

Award winners from previous years

For a list of award winners from previous years, visit www.benevolat.gouv.qc.ca.

Nominations

Candidates may be nominated by an individual or a public or private organization.

Nominees not selected by the jury in previous years may also be renominated, provided that new nomination documents are filed.

Jury

A province-wide jury has been mandated to evaluate the nominations and select the award winners. The jury will consist of the following eight individuals:

- two representatives of the Fédération des centres d'action bénévole du Québec;
- two representatives of the Réseau de l'action bénévole du Québec;
- two representatives of the Québec government;
- two volunteers, representing the family of the late Claude Masson.

Young volunteer – Claude-Masson award category

Recognized for his exceptional community involvement, Claude Masson was the vice president and assistant editor of La Presse *for many years. To honour his memory, the Québec government has dedicated this category specifically to young people aged 14 to 30, in order to recognize the social commitment that he cherished.*

Recognition

The jury will select 15 volunteers for all of Québec.

As a tribute to Claude Masson, a 16th person volunteering in the field of communications will receive an award to highlight the important contribution of young people in this activity sector.

The person must reside in Québec and be 14 to 30 years old. Nominees under age 18 must have written authorization from a parent or a parental representative to attend the awards ceremony in Québec City and must be accompanied by an adult.

Eligibility criteria

1. The nominee must have resided in Québec and been aged 14 to 30 inclusively on May 1, 2007.
2. The nomination must be made on the basis of volunteer work performed by a single person.
3. The nominee must have devoted time and energy to improving the quality of life of his/her fellow citizens.
4. The nominee must have performed his/her work without pay. A clear distinction must be made between volunteer work and paid work. A distinction must also be made between compulsory volunteer work under a school or social reintegration program and other volunteer activities.

Evaluation criteria

Impact: Effect on the local, regional or province-wide sector or community, type or usefulness of service provided.

Determination: Volunteer work was ongoing despite constraints and obstacles encountered.

Leadership: The volunteer was proactive in mobilizing human, material and financial resources to carry out a project or fulfil an organization's mission.

Personal and social commitment: Continuity and perseverance of the volunteer's commitment, notably the number of hours per week devoted to volunteer work.

Community innovation: The volunteer innovated in his/her volunteer work or made a unique contribution to maintaining activities already under way or to setting up a project or creating a new service or one that differs from existing services.

Procedure

Only complete nominations will be studied.

You may use the presentation sheet contained in this booklet or its interactive version available on the Secrétariat's Website: www.benevolat.gouv.qc.ca

Before submitting a nomination, be sure that you have included:

- The duly completed presentation form, in which the individual responsible for filing the nomination is named;
- Answers to the questionnaire;
- Two letters of support describing the nominee's accomplishments as a volunteer. These letters must be submitted by someone other than a member of the nominee's family or the person responsible for filing the nomination.

The complete nomination file, including supporting documents, must be sent to us no later than January 21, 2008* **at the following address:**

Prix Hommage bénévolat-Québec – 11th edition
Secrétariat à l'action communautaire autonome et aux initiatives sociales
1122, Grande Allée Ouest, bureau 100
Québec (Québec) G1S 1E5

*The postmark shall be used to determine the date sent.

Note – An individual may be nominated by a person or an organization. Jury members may not submit nominations. Individuals working as volunteers for political parties or labour unions are not eligible. Persons or organizations who submit more than one nomination must provide documents whose contents are specific and exclusive to each nomination. Previous award winners are eligible again as of the sixth year following their nomination.

Presentation Form

Identification of the nominee *(Please print in BLOCK letters)*

Administrative region

☐ Ms. ☐ Mr.

Last name | First name

Age on May 1, 2007 | Date of birth

Address (No., street, apt.)

Municipality | Postal code

Phone | Fax

E-mail

☐ It is important to check this box if the nomination targets the award specifically designed to recognize volunteer activities in the field of communications.

Identification of individual or organization responsible for filing the nomination

(Please print in BLOCK letters)

Last name | First name

Job duties

Address (No, street, apt., suite)

Municipality | Postal code

Phone | Fax

E-mail

Other contact person

Statement by the person responsible for filing the nomination

I hereby certify that the nominee has been notified of his/her nomination and that the information provided is accurate, in particular, the information regarding the volunteer work performed (without pay).

Name | Signature | Date

Summary of volunteer work *(Please print legibly in BLOCK letters to facilitate analysis)*

To ensure that all nominations receive the same consideration, the nominee will be evaluated based on the information supplied on this form and on each of the criteria listed below. Consequently, it is important to supply a comment for each criterion and to limit yourself the maximum number of words.

1. *The nominee has had a positive **impact** and effect on his/her sector or community by (maximum 300 words):*

2. *The nominee has shown **determination** in his/her commitment in difficult situations as demonstrated by (maximum 300 words):*

3. *In performing his/her volunteer work, the nominee has shown **leadership** by mobilizing the following human, financial and material resources (maximum 300 words):*

4. *The nominee's **personal** and **social commitment** can be measured by his/her continuity and perseverance as follows (maximum 300 words):*

Approximate evaluation of time devoted to volunteer activities:

Number of hours per week

Number of hours per year

5. *The nominee has shown **innovation** in his/her approach or in performing volunteer work as demonstrated by (maximum 300 words):*

Volunteer in action category

The "Volunteer in action" category highlights the commitment of persons aged 31 or over who, through their community involvement, have made an outstanding contribution to improving the quality of life of their fellow citizens.

Recognition

The jury will select 17 volunteers, one from each of Québec's 17 administrative regions.

Eligibility criteria

1. The nominee must have resided in Québec and have been aged 31 or over on May 1, 2007.
2. The nomination must be made on the basis of volunteer work performed by a single person.
3. The nominee must have devoted time and energy to improving the quality of life of his/her fellow citizens.
4. The nominee must have performed volunteer work without pay. A clear distinction must be made between volunteer work and paid work. A distinction must also be made between compulsory volunteer work under a school or social reintegration program and other volunteer activities.

Evaluation criteria

Impact: Effect on the local, regional or province-wide sector or community, type or usefulness of service provided.

Determination: Volunteer work was ongoing despite constraints and obstacles encountered.

Leadership: The volunteer was proactive in mobilizing human, material and financial resources to carry out a project or fulfil an organization's mission.

Personal and social commitment: This element corresponds to the volunteer's number of years of service and the number of hours per week devoted to volunteer work.

Community innovation: The volunteer innovated in his/her volunteer work or made a unique contribution to maintaining activities already under way, setting up a project or creating a new service or one that differs from existing services.

Procedure

Only complete nominations will be studied.

You may use the presentation sheet contained in this booklet or its interactive version available on the Secrétariat's Website: www.benevolat.gouv.qc.ca

Before submitting a nomination, be sure that you have included:

- The duly completed presentation form, in which the individual responsible for filing the nomination is named;
- Answers to the questionnaire;
- Two letters of support describing the nominee's accomplishments as a volunteer. These letters must be submitted by someone other than a member of the nominee's family or the person responsible for filing the nomination.

The complete nomination file, including supporting documents, must be sent to us no later than January 21, 2008* **at the following address:**

Prix Hommage bénévolat-Québec – 11th edition
Secrétariat à l'action communautaire autonome et aux initiatives sociales
1122, Grande Allée Ouest, bureau 100
Québec (Québec) G1S 1E5

*The postmark shall be used to determine the date sent.

Note – An individual may be nominated by a person or an organization. Jury members may not submit nominations. Individuals working as volunteers for political parties or labour unions are not eligible. Persons or organizations who submit more than one nomination must provide documents whose contents are specific and exclusive to each nomination. Previous award winners are eligible again as of the sixth year following their nomination.

Presentation Form

Identification of the nominee *(Please print in BLOCK letters)*

Administrative region

☐ Ms. ☐ Mr.

Last name | First name

Age on May 1, 2007 | Date of birth

Address (No., street, apt.)

Municipality | Postal code

Phone | Fax

E-mail

Identification of individual or organization responsible for filing the nomination

(Please print in BLOCK letters)

Last name | First name

Job duties

Address (No, street, apt., suite)

Municipality | Postal code

Phone | Fax

E-mail

Other contact person

Statement by the person responsible for filing the nomination

I hereby certify that the nominee has been notified of his/her nomination and that the information provided is accurate, in particular, the information regarding the volunteer work performed (without pay).

Name | Signature | Date

Summary of volunteer work *(Please print legibly in BLOCK letters to facilitate analysis)*

To ensure that all nominations receive the same consideration, the nominee will be evaluated based on the information supplied on this form and on each of the criteria listed below. Consequently, it is important to supply a comment for each criterion and to limit yourself the maximum number of words.

1. *The nominee has had a positive **impact** and effect on his/her sector or community by (maximum 300 words).*

2. *The nominee has shown **determination** in his/her commitment in difficult situations as demonstrated by (maximum 300 words).*

3. *In performing his/her volunteer work, the nominee has shown **leadership** by mobilizing the following human, financial and material resources (maximum 300 words):*

4. *The nominee's **personal** and **social commitment** can be measured by his/her continuity and perseverance (for how long?) as follows (maximum 300 words):*

Approximate evaluation of time devoted to volunteer activities:

Number of hours per week

Number of hours per year

5. *The nominee has shown **innovation** in his/her approach or in performing volunteer work as demonstrated by (maximum 300 words):*

Organization in action category

The "Organization in action" category recognizes non-profit organizations whose activities have made an exceptional contribution to the development and support of volunteerism.

Recognition

The jury will select 5 volunteer non-profit organizations for all of Québec.

Eligibility criteria

1. Nominated organizations must be non-profit organizations that are legally incorporated or recognized under Québec or Canadian legislation or are supported by an organization that is legally incorporated under this legislation.
2. The organization must have an address in Québec.
3. The organization must be based in and supported by its community.
4. The organization must have carried out activities that promote the commitment and perseverance of its volunteers, and be recognized for its volunteers' work in the community.
5. The organization must contribute to the development of volunteer work in its community.
6. An organization may nominate itself.

Evaluation criteria

Impact and effect on volunteer work: The organization promotes the development of volunteer work.

Recruitment and structured support: The organization exercises activities that promote volunteer recruitment and retention through its support, training, orientation and screening infrastructures.

Mobilization of volunteers: The organization has been proactive in mobilizing its volunteers and eliciting their participation within the organization or elsewhere (importance of participating in the organization's activities, sitting on the board of directors, planning volunteer work, etc.).

Innovation in volunteer management practices: The organization has demonstrated creativity in maintaining the commitment of its volunteers (recognition, tributes, etc.).

Procedure

Only complete nominations will be studied.

You may use the presentation sheet contained in this booklet or its interactive version available on the Secrétariat's Website: www.benevolat.gouv.qc.ca

Before submitting a nomination, be sure that you have included:

- The duly completed presentation form, in which the individual responsible for filing the nomination is named;
- Answers to the questionnaire;
- Two letters of support describing the organization's accomplishments, one of which must come from a volunteer working in the organization. The person responsible for filing the nomination may not be the signatory of one of these letters of support;
- A letter of support from a legally incorporated organization if the organization being nominated is not itself legally incorporated.

The complete nomination file, including supporting documents, must be sent to us no later than January 21, 2008* **at the following address:**

Prix Hommage bénévolat-Québec – 11th edition
Secrétariat à l'action communautaire autonome et aux initiatives sociales
1122, Grande Allée Ouest, bureau 100
Québec (Québec) G1S 1E5

*The postmark shall be used to determine the date sent.

Note – An organization may be nominated by a person or an organization. Non-profit organizations from all of Québec's regions are invited to nominate themselves and highlight their know-how related to supporting volunteerism. Jury members may not submit nominations and their organizations may not be nominated. Organizations or groups whose missions are of a political, labour union, or religious nature are not eligible. Previous award-winning organizations are eligible again as of the sixth year following their nomination.

Presentation Form

Identification of the nominated community organization *(Please print in BLOCK letters)*

Administrative region

Name

Address (No., street, suite)

Municipality

Postal code

Phone

Fax

E-mail

Name and position of contact within organization

Other information

What is the date of incorporation of the nominated organization, if it is legally incorporated?

What is the founding date of the nominated organization, if it is not legally incorporated?

What is the organization's mission *(maximum 50 words)*?

Number of full-time employees:

Number of part-time employees:

Number of volunteers:

Number of hours of volunteer work per week:

Number of people affected by the organization's services:

How many official members does this organization have?

Number of individual members:

Number of group members:

(A member is someone who contributes his/her time, energy and skills, on a voluntary basis, within the organization. This commitment is unrewarded, i.e. it does not target direct or indirect retribution).

Who can be a member of this organization?

What are the criteria for becoming a member of the organization?

Who can take part in the activities and how?

What territory does this organization cover? *(Check)* ☐ Local ☐ Regional ☐ Province-wide

Identification of the individual or organization responsible for filing the nomination

(Please print in BLOCK letters)

First name

Last name

Job duties

Address (No, street, apt., suite)

Municipality

Postal code

Phone

Fax

E-mail

Other contact person

Statement by the person responsible for filing the nomination

I hereby certify that the organization nominated has been notified of its nomination and that the information provided is accurate, in particular, the information regarding the organization's status, type of constitution and address in Québec.

Name

Signature

Date

Summary of the organization's volunteer-related accomplishments

(Please print legibly in BLOCK letters to facilitate analysis)

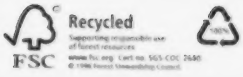
To ensure that all nominations receive the same consideration, the organization's nomination will be evaluated based on the information supplied on this form and on each of the criteria listed below. Consequently, it is important to supply a comment for each criterion and to limit yourself the maximum number of words.

1. *The organization targets the **impact** and **effect** of volunteer work as demonstrated concretely by (maximum 300 words):*

2. *The organization has devised innovative ways of **recruiting** and providing **structured support** for its volunteers as demonstrated by (maximum 300 words):*

3. *In carrying out its work, the organization has **mobilized** its volunteers and elicited their participation as demonstrated by (maximum 300 words):*

4. *The organization has **innovated** in its **volunteer management practices** by (maximum 300 words):*



Inside pages printed on paper which contains 100% recycled post-consumer fibre, is EcoLogo, Processed Chlorine Free and FSC Recycled certified and manufactured using biogas energy.

On December 9, 2004, the Québec government unveiled the logo for volunteer action, a tool to promote and recognize volunteer action in Québec. Its designer, Guillaume Morin, explains:

"The logo symbolizes one person helping another to stand up. Both are happy. The connected hands and feet represent the relationship between volunteers and other people. It also shows the fleur-de-lys."

Organizations wishing to use the logo in the context of their activities must request authorization from the Réseau de l'action bénévole du Québec.

For further information or to obtain a nomination form, please contact:

Secrétariat à l'action communautaire autonome et aux initiatives sociales
1122, Grande Allée Ouest, bureau 100
Québec (Québec) G1S 1E5

Québec City area: 418 646-9270
Elsewhere in Québec (toll free): 1 800 577-2844
Fax: 418 644-5795
saca@mess.gouv.qc.ca

www.benevolat.gouv.qc.ca

Emploi et Solidarité sociale
Québec

In collaboration with:

FCABQ Fédération des centres d'action bénévole du Québec

Réseau de l'action bénévole du Québec